



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 28, 2012

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Administrators

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: New Process for Transition to Title I Schoolwide Program

In an effort to update and refine the process for Schoolwide Title I program planning, the Michigan Department of Education (MDE) Office of Field Services (OFS) is implementing a new process for Local Education Agencies (LEAs).

Intent to Transition to Schoolwide:

Schools must first meet the 40 percent poverty rate eligibility criteria to apply to be a schoolwide building. For additional information, please review the "Title I Schoolwide LEA District Guidelines" found on the OFS www.michigan.gov/ofc website under Programs, Title I, Part A, Title I Schoolwide and Targeted Assistance Planning links.

LEAs intending to transition schools into Schoolwide Title I programs will be required to notify the OFS using the "Intent to Transition to Schoolwide 2013-14" form also found on the OFS website. This form **must** be received prior to engaging in the planning process.

Any school transitioning to schoolwide must hire an approved facilitator from the OFS Schoolwide Facilitators list. (OFS has temporarily removed the list of approved Schoolwide Plan facilitators from the website. A new certification process for Schoolwide Plan facilitators is taking place in June of 2012 and a new list of approved facilitators will be posted on the website shortly thereafter.) LEAs may apply for the Schoolwide Grant to help pay for this expense by completing the "Schoolwide Grant Application" form also located on the OFS website and email to SchoolWidePlan@michigan.gov or fax to OFS at 517-335-2886 **by October 1, 2012**. LEAs may also use Title I, Part A funding to hire the facilitator. This expenditure must be incorporated into the 2012-13 Consolidated Grant Application.

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Schoolwide School Improvement plans must be submitted in the AdvancED portal by May 15, 2013, for review. All additional required documentation must also be submitted by May 15, 2013, to SchoolWidePlan@michigan.gov.

If you have any questions, please contact Fred Williams at 517-373-3743.

cc: Michigan Education Alliance